

PROJECT PURCHASE PROCEDURES

1. When a User Agency (hereafter called User) has determined the need for a systems furniture purchase, they may obtain an information packet to guide him through the acquisition, and a list of contracted vendors by visiting the Office of State Purchasing website: www.doa.Louisiana.gov/osp (click on Contracts; click on featured contracts; and then click Modular Systems Contract) or the agency may contact State Purchasing to receive an information packet. The "Typical Workstations" and budget guide should be used to develop the projects scope and budget.
2. The User should analyze product features, service, project schedule and cost differences to determine which product line/vendor he will use. At this point, the project schedule, additional services and unusual project characteristics should be considered. (For example: quick ship delivery; warehousing when office space availability is delayed; providing CADD records of installation; limited elevator access in an above grade installation; no parking for delivery vehicles; after-hours installation.)

(The User will not authorize any design work or allow the Vendors to make any design presentations prior to issuing a letter of authorization.)

3. Once the User has determined which Vendor can best serve the project's needs by budget, service and system features, he is to issue a letter of authorization to one vendor. The Vendor is not to expend any billable resources until this letter is received. The authorization should outline the project scope, budget, time schedule, additional services and responsible parties. The receipt of this authorization will activate the project's time schedule. The User is to make themselves available in a reasonable manner for meetings, data gathering and decision-making, not hindering the Vendor.
4. The Vendor shall proceed with the design process by collecting data through the User's contact person. This may be by meetings, surveys, site visits, etc. as deemed necessary by the project. Preliminary design layouts and budgets are to be approved by the User. The Vendor shall follow the "DESIGN GUIDELINES".
5. When the preliminary design is approved by the User, the Vendor may proceed with shop drawings, a parts list, an itemized price list and finish selections. Once this is finalized, the design will be submitted for approval if applicable to the following:

Office of Telecommunications Management, Director
P.O. Box 94280
Baton Rouge, Louisiana 70804-9280
(225) 342-7701

State Fire Marshal
5150 Florida Boulevard
Baton Rouge, Louisiana 70806
(225) 925-4911

Facility Planning and Control, Assistant Director
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
(225) 342-0820

(design submittals should include scaled floor plans with key dimensions, showing all components, electrical/telephone locations, panel heights, finish selections and workstation types identified)

Projects for less than \$ 2,000.00 net price only have to be reviewed by the User, unless codes require otherwise.

The User will review the documents and approve, to the best of his ability and knowledge. The Vendor will make any revisions required by the reviewers and resubmit if necessary. The Vendor shall assist and advise the User in coordinating electrical tie-ins, telephone and computer installations. He shall inform the User what he requires and on what schedule, to provide a complete and operational system by the project deadline.

6. If a User Agency decides to abandon a project when the Vendor has already invested design time (after receiving a letter of authorization), the User Agency is liable for a portion of the Vendor's design fee. The vendor shall invoice the User based on Percentage of Design Completion X Design Fee (% of list, as bid to State Purchasing) X Project Budget (at List Price). The Design Phase is considered complete at the point of order placement.
7. When the delivery date is imminent, the Vendor will coordinate delivery and installation with the User, OTM, the User's other contractors, building manager and any one else essential to the project. These parties will be kept updated on the project's progress throughout the delivery/installation phase.
8. The delivery/installation shall proceed on the agreed-upon schedule. Any problems shall be addressed with the cooperation of the User. Telephone and computer installations, and electrical tie-in to the building shall be coordinated by the User with the Vendor and appropriate sub-contractors. The User may elect to have a technician or representative present at the installation, for training.
9. When the systems installation is complete, the User and the Vendor will conduct a walk-through inspection, compiling a punch list. Once the punch list items are completed and the project is considered complete, the Vendor may invoice the User for the purchase price. The Vendor will continue to service the project for a period of 45 days after completion to provide minor adjustments as required.
10. The Vendor shall supply the User with project documentation, such as: product literature, price list, installation manual, shop drawings, itemized order, warranties, key schedule, master keys, inventory listing and additional items agreed upon previously (i.e., CADD drawings).